

WE ARE HIRING

MIDDLE OFFICE MANAGER – ZIDA

PURPOSE: The Middle Office Manager will play a critical role in ensuring the delivery of ZIDA's strategic goals by ensuring the smooth functioning of the Middle Office. This position reports to and works with the Chief Operating Officer in collaborating with wider internal and external stakeholders to structure, promote, mobilize, and deliver both local and foreign investment into Zimbabwe.

KEY RESPONSIBILITIES

- Assist the Chief Operating Officer to design, develop and implement a strategic risk framework to support the Front and Back offices
- Ensure that IT personnel are responsible and accountable for developing software (Development of Technology including Automation) to efficiently manage operational activities
- Act as a key point of initial contact for internal and external clients on all enquiries including applications
- Co-ordinate and work with team members, and other strategic internal and external stakeholders, to deliver ZIDA's strategic objectives and goals
- Ensure that the deals transacted by the front office are accurately recorded and processed
- Structure, develop and use risk models, of varying complexity, to project potential shortfalls to strategic operational targets and use this data to inform decisions and proposals to stakeholders
- Contribute to decisions about ZIDA's operational strategic risk framework and the Middle Office strategy and operationalization in general
- Engage and meet with local and international strategic partners
- Analyze ZIDA's operational data feeds and trends to summarize findings, develop weekly, monthly, quarterly, and annual reports, including mitigation plans to be disseminated to various stakeholders
- Engage in Knowledge Management processes across Operations (Front, Middle and Back Offices) and the rest of ZIDA by sharing informative Investment Risk reports and key strategic takeaways.
- Track, monitor, and share evolving global best practices in Investments (Risk Management) applicable across ZIDA
- Follow and observe set operating procedures, guidelines, systems, and processes

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Business, Finance, ICT, Statistics, or similar related field
- A post graduate business qualification such as an MBA, MSc, FRM would be an added advantage
- At least 3 years post-graduate professional experience in Financial Services or related industries

KEY COMPETENCIES AND SKILLS

- Thorough understanding of the national strategy in Zimbabwe
- Strong knowledge of projects and investments in general
- Strong ICT and Risk Management skills i.e., database and big data; preferably organization wide risk systems e.g., ERP, CRM
- Strong quantitative, reporting and presentation skills
- Ability to mentor and support team members

To **apply** access this link <https://bit.ly/3hQ39kA> using your Gmail account. The position remains open until filled.
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